



**NOTTAWASAGA VALLEY CONSERVATION AUTHORITY**  
**AGRICULTURAL AD-HOC COMMITTEE**  
**TERMS OF REFERENCE**  
**Approved by the NVCA BOD: April 25, 2014**  
**Last Revision: March 22, 2024**

**Purpose:**

- The purpose of the Ad-Hoc committee is to:
- Improve communications with a diverse agricultural representation group,
- Identify areas of common interest/issues and or concerns with respect to NVCA programs as they relate to the agricultural community.
- Act as a discussion group to bring forward communication and recommendations to the NVCA Board of Directors.

**Mandate:**

The mandate of the Agricultural Ad-Hoc Committee shall be to act as an information sharing body to:

1. Increase communications with a diverse agricultural committee, representing a broad range of agricultural interests within the NVCA watershed.
2. Provide input/recommendations on matters referred to it by the agricultural community regarding areas of interest to the community that are relevant to NVCA programs including but not limited to; NVCA stewardship programs, land programs, regulations, and plan review policies.

**Composition:**

The Agricultural Ad-Hoc Committee shall be composed generally of 11 members, who live, farm or work or represent an organization within the NVCA watershed. It will be the responsibility of the individual Organizations to appoint annually in writing their representatives, by January 30<sup>th</sup> to the NVCA Chief Administrative Officer from the following organizations:

**Ontario Federation of Agriculture:**

3 representatives from Simcoe County Federation of Agriculture

1 representative from Dufferin County Federation of Agriculture

1 representative from Grey County Federation of Agriculture

**Other Agricultural Groups:**

1 representative from Christian Farmers Association

2 additional representatives from the Agricultural Community (selected annually by the Advisory Committee through an open/by invitation selection process).

**NVCA Representatives:**

3 members from the Board of Directors appointed at large.

**Staff Resources:**

Depending on the topics to be discussed, the CAO and/or any of the following Directors could take the meeting lead:

Director, Conservation Services

Director, Watershed Management Services

**Meetings:**

The committee will meet up to 4 times per year subject to agenda content and need. Additional meetings will be at the call of the chair if required for timely matters.

The Committee will set the meeting agenda annually at the first meeting of the year.

Meetings will be generally held during regular business hours at the NVCA Tiffin Administration Centre, 8195 8<sup>th</sup> Line, Utopia.

**Procedural Rules:**

The committee will follow the administrative procedural policies of the NVCA. In the case where the policy is silent, Roberts Rules of Order will take precedent.

The agenda will be developed by the NVCA staff with input from the Committee Chair.

The Committee does not have the authority to specifically direct the activities

of NVCA staff and will communicate through the NVCA CAO/Secretary-Treasurer.

**Committee Chair/Vice-Chair:**

The committee will elect a Chair and Vice Chair from its membership annually at the first meeting of the year.

**Decision Making:**

Consensus based decisions will be encouraged for all matters, however if required, normal simple majority rules will be implemented. Each Ad-Hoc Committee member shall have full voting rights, excluding NVCA CAO/staff.

**Remuneration:**

Remuneration will be pursuant to the policies established by the NVCA.

**Reporting:**

The Committee's meeting minutes will be made part of the NVCA's Board of Directors agendas. When required, the Committee may appoint a representative who best represents the topic of discussion to speak. Any reports/documents to be given to the NVCA Board of Directors, other than the minutes, must be circulated through the CAO and Administrative Assistant.

**Resources:**

NVCA staff and other resource experts will be invited as required, to provide additional input to the Committee. NVCA will provide administrative support, including the preparation of reports to the NVCA Board of Directors, distribution of agendas and the general administrative.